

Lyme Public Library
Board of Directors Meeting Minutes
March 27, 2019

Present: Diane Brown, Susan Cole, Jerry Ehlen, Diana Fiske (Secretary), Chuck Lynch, Holly Rubino, Mary Stone, Jack Sulger (Chairman), Judy Ulrich; Theresa Conley (Library Director); Jacqueline Jaffe (LPL Foundation)

1. **Call to order** – Jack Sulger called the meeting to order at 4:32 pm.
2. **Secretary's Report** – The minutes from the February 6, 2019 meeting were approved.
3. **Treasurer's Report** – Theresa reported income and spending generally as expected (67%) for two thirds of the fiscal year through February. She noted the Foundation's second half check is expected by end of March. Voluntary fines, which are running low year to date, were discussed and Theresa will count and deposit all monies before the next board meeting to get a more accurate picture of income
4. **Library Director's Report** – Theresa reported that our digital services are showing better usage as patrons become more familiar with them, and overall use of meeting rooms is up by a third over year ago. She discussed how to advertise Children's Programs more effectively to the community with Barbara (Children's Librarian) and Kristen Thornton (who runs the programs). LPL will run an article in the Lyme/Old Lyme Neighbors magazine's September issue on the Open Studio program for grades 6-12. Theresa talked about the Community Foundation of Eastern CT's upcoming "Lyme Community Conversation" taking place on September 19, encouraging all board members to attend.
5. **Friends of the Library** – There was no one from the Friends to make a report. Theresa distributed the list of five programs slated through June, and noted that the Friends intends to limit programs to one per month, which the board does not favor, as programs attract people into the Library.
6. **Lyme Public Library Foundation** – Jacqueline reported that the Fund is following the financial markets' recent growth. She intends to hold 3 board meetings each year, and will be calling a directors' meeting in April. She would like to increase the Foundation's legacy giving, and other beneficiary opportunities (including tax advantaged IRA donations). It was suggested that she try to include an article about the Foundation in one of the Lyme/Old Lyme magazine's summer issues.
7. **Committee Reports:**
 - a) **Buildings & Grounds** – No report
 - b) **Newsletter** – Second quarter newsletter is at the printer. The Library survey will be slipped in as a freestanding page. Holly said she would coordinate articles submitted to the Lyme/Old Lyme Neighbors magazine going forward.
 - c) **Technology** – The First Selectman, Steve Mattson, has developed a retiring schedule for the Library computers and is looking to upgrade all computers to Windows 10 as quickly as possible. The new fiber optic line has been installed. While it is not clear that it offers better speeds, it will save significant funds in the long run and provides increased protection from network slowdowns as it is State run.

8. Old Business:

a) Strategic Planning – Jack and Diana reported that the Library survey went live online (via emails, the Facebook page, and the website) in early March. Paper surveys are also available at the Library (and will be included in the April Newsletter). To date, 101 surveys have been submitted (64 online; 35 paper). Two of the community leader interviews have been completed, and the committee is working to fund and hire a professional facilitator to conduct the focus groups, once the survey window is closed (expected early- to mid-May).

b) Review of Board of Finance Hearing – Jack reported that the BOF meeting went well.

9. New Business: None

10. Next meeting – May 29, 2019 at 4:30 pm

11. Motion to Adjourn – The meeting was adjourned at 5:50 pm.

**Respectfully submitted,
Diana Fiske, Secretary**